

# Alconbury Parish Council

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Parish Clerk: Charlotte Copley  
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## Parish Council meeting;

**Date:** Tuesday 23<sup>rd</sup> February 2021 **Time:** 7.30pm **Venue:** Video Link

The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4<sup>th</sup> April 2020 enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom"

## Minutes

- 0221-202      **PRESENT AND APOLOGIES**  
Present - Councillors T Gilbert (Chair), S Tarabella (Vice Chair) arrived late, S Brawn, M Gunney, R. Johnson, T. MacLennan, D Moate and M Moate  
County and District Councillor Mr I Gardener  
Clerk - C Copley  
8 members of the public present (Mr Roger Read plus 7 others)
- 0221-203      **DECLARATIONS OF INTEREST**  
Councillors to declare any "Disclosable Pecuniary Interests" in any items on the agenda. As detailed in Section 30 of the Localism Act 2011, along with any other interests relating to items on the agenda.  
Cllr. Gunney declared an interest in the Alconbury Recreation Field Charity and Cllr Brawn declared an interest in the Memorial Hall.
- 0221-204      **APPROVAL OF MINUTES**  
**Resolved** To confirm the minutes of the meeting 26<sup>th</sup> January 2021 as a correct record of proceedings and will be signed by the Chairman outside of the meeting, due to Covid-19 restrictions  
To agree the meeting dates for 2021 as follows; 30<sup>th</sup> March, 27<sup>th</sup> April, 25<sup>th</sup> May (**Annual Meetings from 7pm**), 29<sup>th</sup> June, 27<sup>th</sup> July, 28<sup>th</sup> September, 26<sup>th</sup> October, 30<sup>th</sup> November, **21<sup>st</sup> December**.
- 0221-205      **PUBLIC PARTICIPATION**  
The period of time designated for public participation at a meeting in accordance with the Councils standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting. Discussion should be in relation to the business being transacted in this meeting.  
Mr Read expressed his concerns relating to the Councils agreement to attend a meeting with Chorus Homes regarding Crown Gardens outside of this Council meeting, despite the Parish Councils resolution to invite Chorus Homes to full Council meeting monthly. The Chair and Clerk explained the reasoning behind the recent request from Chorus Homes to meet with Councillors. The intentions of this meeting is due to staffing changes at Chorus Homes and therefore to introduce the new members. The new members will then be providing the monthly updates at full council meetings. This information was presented at the January 2021 PC meeting, along with the monthly update, and this email is within the meeting papers pack available on the Councils website, see item reference January 2021 meeting, 0121-192. The meeting has been arranged for Friday 26<sup>th</sup> February, under current Covid guidelines and the Councillors will report back at the next meeting. The Council fully expect Chorus Homes to continue to present their monthly updates in person thereafter. The next member of public raised concerns regarding traffic movements and human waste deposits around the B1043 flyover. Cllr Gardener has arranged for the District Councils clean up team to attend again, residents are urged to report the waste to Huntingdonshire District Council as soon as possible via the online reporting tool, this will enable to clean up team to attend more promptly. Another member of public advised these matters should also be reported to the Vehicle Licensing Inspectorate.  
Request a street clean here: [Report a Streets Issue \(huntingdonshire.gov.uk\)](http://report.aStreetsIssue(huntingdonshire.gov.uk))  
Report a vehicle seen disposing of human waste to the DVSA here: [enquiries@dvsa.gov.uk](mailto:enquiries@dvsa.gov.uk) you will need details of the vehicle in order for the DVSA to investigate.
- 0221-206      **ACTIONS ARISING FROM PREVIOUS MEETING**  
The following actions from meeting 26<sup>th</sup> January 2021 have been completed by the Clerk:  
189      Alconbury Weald      Meeting update See item 207 below.  
192      Chorus Homes      Organise meeting between members, arranged for Friday 26<sup>th</sup> February.

- |       |                                       |  |
|-------|---------------------------------------|--|
| 195   | Bins                                  | New salt bin and waste bin for the village green has been ordered. When salt bin installed the County Council will fill. |
| 198.4 | Pension enrolment relevant paperwork. | The Councils payroll company have been informed and will forward the   |

0221-207

### COUNCILLOR REPORTS

- Memorial Hall – Cllr Brawn reported the Hall continues to be used for the Covid-19 vaccination rollout
- Tree Warden – Cllr Tarabella – not present
- Alconbury Recreation Field Charity – Cllr Gunney reported refurbishment works are progressing. Following last night's Prime Minister's address meetings will be convened with regards to re-opening. Tree cutting to Polecat Lane will be carried out on the 8<sup>th</sup> March 2021.
- Alconbury Sports and Social Club – Cllr D Moate nothing further to report.
- Bramble End Play Area – Cllr MacLennan – see items 217.2 and 217.3 below.
- Woolley Hill Wind Farm – Cllr MacLennan reported current applications are being considered.
- Planning Matters – Cllrs Gunney, Brawn, Johnson and M Moate – nothing to report.
- Alconbury Weald – Cllr Gunney and Clerk – attended the Joint Parishes meeting 1<sup>st</sup> February 2021, the report will be appended to these minutes.
- Flood group – Cllr Johnson provided a thorough update, see item 210 below.

0221-208

### DISTRICT AND COUNTY COUNCILLOR REPORTS

**Resolved** To receive a note the contents of Cllr Gardeners report, which will be appended to these minutes.

0221-209

### CRIME REPORTS

Zero reports of crime in the village during the month of December 2020.

0221-210

### FLOODING

Cllr Johnson reported the local Flooding Group met on the 28<sup>th</sup> January 2021 and has expanded to include residents and members from Alconbury Weston, and hopefully Hamerton in the future. Group members have asked to attend the Environment Agency Flood Partnership meeting on the 10<sup>th</sup> March 2021. The Group are working on potential solutions to if not prevent but control flooding in the villages and this will be fed back to the Parish Council. The Alconbury Flood Plan is in final draft and will be circulated to members between meetings with a view to formal adoption at the 30<sup>th</sup> March full council meeting.

Cllr Gardener reported the District Council have set up a Task and Finish Group. The first meeting of this panel will be on Thursday 25<sup>th</sup> February.

Cllr Gardener also advised if members have concerns around new developments and possible flooding issues relating to new developments the District Council (planners) can be asked to liaise with the Lead Local Flood Authority (LLFA) to look at any potential issues. Usually the LLFA do not consult on developments of less than 10 houses.

**Resolved** To circulate the draft flood plan to councillors ahead of the next full council meeting.

0221-211

### PARISH COUNCIL GROUPING

Following the instruction for the District Council to commence the Community Governance Review further information is required by the District Council. It asks both Parish Councils to consider what the appropriate number of Councillors to sit on each Council could be. Cllr Gilbert advised the details were discussed at the working group meeting and proposed the Councils agree to commence the Review and see what findings come from that with regards to councillor numbers. Alconbury Weston Parish Council are due to meet next on the 6<sup>th</sup> March and will report back to Cllr Gilbert following their discussion.

**Resolved** That Cllr Gilbert establish Alconbury Weston's agreement to proceed with this proposal before the deadline for both councils response, which is the 17<sup>th</sup> March. Cllr Gilbert will provide this information to the District Council.

0221-212

### LHI PLANNING

Councillors discussed the following proposals for Local Highways Initiative (LHI) bids:

- 1). The purchase of speed indicator devices for placement at suitable locations within the village. The units to record stats to be presented at Parish Council meetings and used as evidence to warrant a police intervention and support future bids for speed restrictions.
- 2). Construction of a bridleway at Brooklands
- 3). Turning circle at the top of School Lane to allow vehicles to turn safely.

**Resolved**

- 1). Cllr Gilbert will take up conversations with the local speed watch group with regards to suitable speed indicator devices and source quotations for devices.
- 2). Cllrs M Moate and Brawn to lead on the construction of a bridleway installation at Brooklands
- 3). Cllr D Moate to lead on the construction of a turning circle at the top of School Lane
- 4). The Clerk will forward Councillors the County Councils guidance and application forms regarding the application process for LHI bids.
- 5). Cllr Gardener will arrange for an officer to come out to the village to look at possible schemes (not between March and May 6<sup>th</sup> due to the County Council being in purdah)

- 0221-213 **CCTV**  
Cllr Johnson reported he has been unable to source a third quotation for an additional CCTV unit for the village.  
**Resolved** Cllr Johnson will pursue updated quotes.
- 0221-214 **GETTING BACK TO FACE-TO-FACE MEETINGS**  
The Clerk updated the Council with regards to the regulations being eased allowing for face to face meetings. The Government intends to lift the regulations allowing Parish Councils to meet remotely beyond 6<sup>th</sup> May 2021 and therefore, all Parish Councils have been informed that face to face meetings are to resume from May 2021, under current social distancing measures.  
**Resolved** The Clerk will continue to risk assess the possibility and report back to the Council with further updates.
- 0221-215 **INFRASTRUCTURE**  
(a) Churchyard  
(b) Village Green – damage to timber approach to heritage bridge foot bridge, reported to County Council.  
(c) Roads and Footpaths – Update on DMMO  
(d) General  
**Resolved** The Clerk reported zero evidence forms have been received regarding the Definitive Map Modification Order reinstating the old ford at Polecat Lane, and therefore the DMMO cannot be progressed. The Clerk will forward evidence forms to Cllrs M Moate and Brawn again. To receive and note the above reports.
- 0221-216 **PLANNING APPLICATIONS**  
**CCC/20/092/FUL** - Erection of four solar car ports and ancillary equipment in the rear car park of the Cambridgeshire County Council Civic Hub, soft landscaping proposals, external lighting, and all associated works. Cambridgeshire County Council Civic Hub, Ermine Street, Alconbury Weald, PE28 4WX  
**Resolved** The Council agreed unanimously to record a vote of no observations either in favour or against the application.
- 0221-216.1 **PREVIOUS PLANNING APPLICATION UPDATES**  
**Resolved** To receive and note the current planning applications, appended to these minutes.
- 0221-216.2 To acknowledge the County Councils Consultation on the proposed June 2021 revisions to:-  
Our Local Validation List Requirements and Local Validation Check List.  
**Resolved** To receive and note the contents of this report.
- 0221-217 **FINANCIAL REPORTS**  
Payment of outstanding debts and monies received for February 2021:
- | Ref | Payee            | Description                 | Amount £ |
|-----|------------------|-----------------------------|----------|
| 1   | Clerk – C Copley | Salary and expenses         | 781.84   |
| 2   | HMRC PAYE        | Clerks PAYE                 | 66.64    |
| 3   | Streetmaster     | Memorial Bench              | £835.20  |
| 4   | Four Seasons     | Additional grass cuts       | £760.00  |
| 5   | Day Today        | Memorial Bench installation | £561.60  |
- Resolved** That the above payments be agreed and payment made by the Chairman and Cllr. Gunney.
- 0221-217.1 To receive and note bank reconciliation for February 2021.
- 0221-217.2 To receive and consider the quotation for weed spray and tidy of Bramble End play area of £240.00
- 0221-217.3 To receive and consider the quotation for item repair works at Bramble End play area from Creative Play and Wicksteed Leisure.  
**Resolved** 217.1 be confirmed as correct and agreed by the Chairman and Cllr. Gunney.  
217.2 The Clerk to instruct the weed spray and tidy at the cost of £240.  
217.3 The Clerk to go ahead and instruct the companies to carry out the repair works to the Bramble End play area, as follows;  
Wicksteed Leisure for the repairs to the Trinity Cycle and Ski Stepper, at a cost of £211 +VAT  
Wicksteed Leisure park signage 600mm x 400mm to be attached to the cycle gate £278 + VAT  
Creative Play multiple units at £230 + VAT
- 0221-218 **CORRESPONDENCE RECEIVED**  
1. Email from a resident regarding flood water on Mill Road.  
2. Email from a resident regarding planning application 20/02526 Alconbury Truck Stop.  
3. Email from a resident regarding parking on Brookside.

4. Email from Cllr John Neish regarding the District Councils Development Management Plan.  
**Resolved** As correspondence received and noted, the Clerk responded where necessary.

0221-219      **MATTERS FOR FUTURE CONSIDERATION (Resolutions cannot be made under this item)**  
Flood Plan adoption  
Neighbourhood Plan  
Mill Road trees  
Chorus Homes meeting 26.02.21

0221-220      **NEXT MEETING**  
Tuesday 30<sup>th</sup> March 2021, 7.30pm via Zoom